

# Muhammad Nasir

Email: nasir\_ahmed2050@yahoo.com

Phone: 0092-303-5899117

## PROFESSIONAL SUMMARY

Hard working and motivated administrative professional with experience in the international humanitarian and development sector, as well as the private sector.

Strategic and operational level administrative assistance in INGO sector, qualified for challenging assignments that involve managing operation, planning, forecasting and Reporting. Complete procedural understanding of working in development and emergency context of international and local NGOs.

## WORK EXPERIENCE

### Admin Officer

#### Kohinoor Maple Leaf Group ( Kohinoor Textile Mills LTD RWP)

##### September, 2021- Continuous

- Working for over all admin general smooth operation.
- Transport handling (repair and maintenance & registration) for allotted cars & pool cars and industrial vehicles i.e. tractors, fork lifters and loader rickshaws.
- Monthly report making for pool cars and allotted cars repair maintenance expenses and pool cars fuel average & millage covered from different department during month.
- Security operation handling retired service person and including CCTV operation.
- Janitorial operations and visit daily bases for checking cleanliness.
- TA-DA and mobile phone billing and allotment of new numbers from contracted Communication Company.
- Dealing with vendors for services agreements and services, with proceeding for release monthly payments.
- Incident report and 5S committee member for suggestion and tracing of problems in different area of mills.

### Assistant

#### Medicine Du Monde France (Mission Pakistan) Islamabad INGO

##### October, 2020 – May, 2021

- General assistant to all office departments (working in national office).
- Assisting to admin & finance to and audit firm against FBR audit tax year 2016 by providing the voucher (photo copy) of different accounting heads through proper filling.
- Financial record keeping of all projects month wise.
- Photo copying scanning and double filling for head office and for national office record.
- Assistance at Human Resource for preparing of staff personal files.
- EOBI contribution, and insurance contribution details and collection of insurance claim record.

### Admin/Office Assistant

#### SOS Children's Village Islamabad INGO

##### August, 2018 – February, 2020

- Personal assistant to village director.
- Office supervision, i.e. staff attendance, direction for support staff.
- Preparation of GDN and GRN for local procurement & office kitchen stock.
- Meeting and Travel arrangements.
- Fund raiser and events managing.
- Maintaining staff personal documents file.
- Phone handling, receive mails and distribute them accordingly.
- Responsible to vouch the stock in stores.
- Demand for stationary and repair maintenance of ICT equipments in office.
- Checking of vehicle log books their maintenance and cleanness daily, issuance of fuel slip and checking of bill accuracy according to demand.
- Handling of visitors especially VIP's.
- Receiving of donations (In-Kind & in form of banking instrument).
- Supervise children's on events inside or outside of village.

### Office Assistant

#### Capital Marketing

##### October, 2016 - July, 2018

- Office supervision, i.e. staff attendance, direction for support staff.
- General procurement & office kitchen stock.
- Arrangement for meetings and travel.

- Arrangement of vehicle for client to visit site.
- Profit and lose sharing accounts of employees (record keeping of their incentives).
- Maintaining staff personal documents files and monthly sale record.
- Checking of vehicle log books their maintenance and cleanness.
- Social media marketing, SMS Marketing and news paper ads making for weekly publishing.

### Admin Clerk

#### Al-Tammimi Global Co, KSA

January, 2015 – November, 2015

- Worked at ARAMCO (Arabian American Oil Company) as contractor for service provider representing Al-Tammimi.
- Maintenance of staff personal files.
- Issuance and updating request of staff IQAMA( work permit) and insurance.
- Made monthly time card of staff including over time for salaries.
- Issuance and updating of vehicle new registration, annual registration renewal and insurance renewal.
- Issuance of purchase order for procurement.
- Receive P.O for service to ARAMCO.
- Release service entry sheet at monthly basis against P.O for payment Recovery.
- Air ticket booking for employees traveling for annual leaves.
- Supervision of service counters and complain handling and compensation.
- Update employee's semi-annual medical record.

### Telephone Operator

#### Maroof International Hospital

June, 2014 – December, 2014

- Handling of PBAX (console & 5 client set) of about 150 active extensions.
- Call dialing, receiving and transfer to relevant department and person.
- Paging and emergency code announcement.
- Proper record keeping of all out going and page announced.
- Employee's contact list update regularly and confidentially.

### PROFESSIONAL TRAINING

- **HACCP (level I, II), 2015**  
Al-Tammimi Global Co, Dammam KSA.
- **Fire Drill (Fire Warden), 2015**  
Saudi ARAMCO Dahrhan, KSA.
- **Safety & Behavior, 2015**  
Saudi ARAMCO Dahrhan, KSA.
- **Heat & Stress, 2015**  
Saudi ARAMCO Dahrhan, KSA.
- **National Road Safety Campaign, 2019**  
Federal Ministry of Communication Islamabad.

### TECHNICAL SKILLS

- |                         |                                  |
|-------------------------|----------------------------------|
| ▪ Reporting             | ▪ Problem Tracing & Solving      |
| ▪ Cash handling         | ▪ Office Administration          |
| ▪ MS Office Suit expert | ▪ Time Management                |
| ▪ Office Administration | ▪ In-Page, Coral Draw & Auto CAD |

### EDUCATION

- **Bachelor in Commerce, 2015** from Rawalpindi Cant College of Commerce, Rawalpindi.

### OTHER SKILLS

- Management: Understanding the nature and purpose of management, and the role of the manager in interaction with superiors, subordinates, associates, and staff encompassing theories of leading, organizing, planning and control
- Languages: Proficiency in English and Urdu language for reading, writing and speaking, as well as basic knowledge of Arabic.
- Communication: Written and Oral Communication skills, Business Communication, Marketing Communication.

### REFERENCES

References will be furnished upon request